

# NOTICE OF MEETING

## *CITY OF BRANSON*



### PERSONNEL COMMITTEE

*Committee Meeting - Thursday, February 17, 2011– 4:00 p.m.*  
Fish Bowl – Branson City Hall – 110 W. Maddux

### AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of December 16, 2010 minutes.
- 4) Update of health plan utilization by Akers & Arney.
- 5) Update on Merit based pay system.
- 6) Update on United Way.
- 7) Personnel Director's Report.
- 8) Adjourn.

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For more information please visit [www.cityofbranson.org](http://www.cityofbranson.org) or contact:

Lisa Westfall, City Clerk, 417-337-8522

Jerry Adams, Public Information Director, 417-337-8548

# **MINUTES**

## **PERSONNEL COMMITTEE MEETING**

### **CITY OF BRANSON, MISSOURI**

**December 16, 2010**

## **INTRODUCTORY**

The Personnel Committee of the City of Branson, Missouri met for a meeting in the Municipal Court Room of the Branson City Hall on December 16, 2010 at 4:00 p.m. The following members were present: Raeanne Presley, Rick Davis, Sandra Williams and Dean Kruithof.

Also present were: Lori Helle, Kelli Fleck, Dennis Brunner (EPC Chair) and Becky Iverson.

The following Employee Personnel Committee members were also present: Nancy Haskin, Hillary Bargman, Kelly Tucker, Tim Bonner and Steve Hart.

## **AGENDA**

### **Minutes**

Mayor Presley asked if there was a motion to acknowledge the October 21, 2010 minutes. Rick Davis moved to accept the minutes as written. Sandra Williams seconded. Voting aye: Presley, Davis, Kruithof, and Williams. Voting Nay: None. Motion Carried.

### **Presentation and Discussion of United Way**

Ms. Jennifer Kennelly and Ms. Cindy Howell presented to the Personnel Committee a power point presentation on the Tri Lakes United Way chapter. The presentation included the United Way Mission Statement, numbers of clients receiving services from United Way funded agencies in Stone and Taney counties, the Tri Lakes United Way Advisory Board & Campaign Cabinet, as well as a needs assessment and ways to become involved.

A discussion followed of different fund raising events that either could be held or events that have been held in different cities that have been successful fund raisers. The Personnel Committee suggested that the Employee Personnel Committee and Staff explore ways to possibly become involved; be it through employee contributions, fund raising events, advocating, volunteering, or a combination of the above.

### **Update on Pay for Performance appraisal system**

Kelli Fleck reported to the committee that Higbee and Associates came in on November 4<sup>th</sup> and held three focus groups with approximately 13 employees per group. The groups were made

up of both exempt and non-exempt level employees. Employee viewpoints regarding the City's current appraisal system were solicited and then each group was shown five different appraisal form types. The groups were asked to come up with a consensus of the form that they liked and to provide supporting feedback as to the form they liked best, why they liked it, and what changes they would make to it if they could. All three groups agreed on sample document C with a few modifications.

On December 15<sup>th</sup> and 16<sup>th</sup>, Linda Higbee held thorough training for all 59 appraisers. Out of the 59, 55 were trained utilizing the new appraisal form and providing tips on writing and the delivery of the appraisal. Initial implementation of the new appraisal forms will begin in January 2011 and continue throughout the year.

After Kelli presented her report to the Committee, there was some discussion regarding the terminology "Pay for Performance" by the Personnel Committee. While it is understood that some employees perform at a higher level and some perform at a lower level, the Committee felt that the terminology could lead to the perception that employees are being paid extra for performing their job. The Committee acknowledged that they want to pay employees for meritorious service and would like staff to consider different terminology.

Kelli further mentioned to the Committee that employees will be completing self evaluations and that the new appraisal form also contains an employee development piece. Revitalizing the Branson Values will be still another key piece in the appraisal system. A copy of the new appraisal form was provided in the Committee packet.

### **Discussion of EAP Provider**

Kelli reported to the Personnel Committee that there were five (5) responses to the RFP for Employee Assistance Program provider; including New Directions (current provider), Anthem, Employee Assistance Group, McLaughlin Young Employee Services, and Magellan Health Services. New Directions came in at the highest rate, and Magellan came in with the lowest rate.

Kelli reported that after discussion with John Akers of Akers and Arney, due to the lack of detailed responses to the RFP on Magellan's part, staff is hesitant to recommend them as a provider for these services even though they were the lowest bidder. Additionally, Kelli stated that staff is hesitate to recommend transitioning to ESI for a mere \$260 savings over New Directions.

After consideration of all factors, including price, continuity of care, and utilization history, Sandra Williams moved to accept the bid from Anthem. Dr. Rick Davis seconded. Voting aye: Presley, Davis, Kruithof, and Williams. Voting Nay: None. Motion Carried.

### **Discussion of Occupational Health Services Provider**

Kelli reported that the City of Branson received only one (1) response to the RFP for Occupational Health Services provider for the City. The response was from Skaggs Regional Medical Center (SRMC).

Kelli pointed out that the City has utilized Skaggs for these services for the past 13 years and staff does recommend continuing. There are no other feasible providers for this service in the area.

Dr. Jon Petersen is board certified in occupational medicine and offers acute injury care on a walk-in basis during regular clinic hours. After hour care is handled through Skaggs Urgent Care or Skaggs Emergency Department.

It is the consensus of the Personnel Committee to accept the bid from Skaggs Regional Medical Center as there are no other feasible providers.

### **Discussion of Drug Testing Provider**

Kelli reported to the Committee that the City of Branson received three (3) responses to the RFP for a drug testing provider to the City. The three respondents were: Skaggs Regional Medical Center, Medtox, and Employee Screening Services (ESS).

After reviewing all of the bids, staff recommends Skaggs Regional Medical Center, who is the current provider of all drug testing services for the City of Branson. The City is content with the service currently provided by Skaggs, and they have been eager to be accommodating. Recently, Skaggs purchased a gun safe that our Police Department specifically picked out in order for our officers to be able to lock up their guns while being tested.

Medtox does not have a local collection facility and therefore bid utilizing Skaggs Occupational Health Services as their collection facility. They would contract with Skaggs directly to be the collection facility and the City's billing would come from Medtox.

ESS does not have a local collection facility and submitted their bid utilizing city of Branson facilities – (bathrooms) for their collections. Should the selected “randoms” not be available at the time ESS was on site, they would have to try and return at a later date or move to the alternate list of selected “randoms”. This is not recommended, and would require involvement by city personnel in coordinating times and collection facilities. The Personnel Department is very hands off with the process, which is best practice, in order to avoid any type of impropriety. ESS was also unable to bid on the pre-employment tests. If they were awarded the bid for the random test, two (2) different drug testing providers would be required to meet the needs of the City.

After taking in account that ESS does not have a local collection facility and would require City of Branson facilities and were unable to bid on the entire process requiring two different providers, and the fact that Medtox does not have a local collection facility necessitating their utilizing Skaggs Occupational Health Services as their collection facility, it was the consensus of opinion to award the bid to Skaggs Regional Medical Center.

### **Discussion of Fraud Policy**

Kelli reported to the Committee that the Mayor and Board of Aldermen are not under the City of Branson Fraud Policy. Any reports received would have to go the Prosecuting Attorney for reporting to the Missouri Advocacy Committee.

### **Discussion of EEOP**

Kelli reported that in September Of 2010, the Police Department notified the Finance and Personnel Department that they had received two federal grants from the Department of Justice Bureau of Justice Assistance. As a special condition of those awards, the City of Branson must comply with 28 C.F.R. Section 42.302 which is to have an Equal Employment Opportunity plan (EEOP) in place.

The Finance and Personnel Department gathered and completed all the required information and paperwork involved. A copy of the EEOP short form which details the Utilization Analysis Chart, the Significant Underutilization Chart and the Law Enforcement Category Rank Chart was provided to Committee members. The EEOP Short Form also lists the EEO Policy Statement and the objectives and steps the City will take to remedy the identified underutilization. The Finance & Personnel Department is currently working on satisfying all steps listed in the internal and external dissemination sections.

### **Discussion on Tobacco Free Campus**

With the employee portion of the Tobacco Free campus going into effect January 1, 2011, the committee discussed utilizing the Citizens survey, Business survey, etc. to assist in determining readiness and/or objections to the City of Branson moving towards becoming a Tobacco Free City.

### **Adjournment**

The meeting was adjourned at 5:20 p.m. The next meeting of the Personnel Committee will be on Thursday, January 20, 2011 at 4:00 p.m.



# MEDICAL INSURANCE REVIEW

*Presented By*





# ***Akers & Arney's Role***

- **Plan Consulting**
- **Renewal Negotiation**
- **Data Analysis**
- **Employee Education**





# ***Fundamentals***

- **Insurance companies are pass-through entities.**
- **You and the City will pay the cost of your health care over time.**



# ***Fundamentals***

## **Current Premium Calculation**

2010 Medical Bills Submitted

- Insurance Company Discount

+ Administrative Costs

+ Inflation / Underwriting Estimate

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= Premium Billed





# ***Fundamentals***

## **Renewal Premium Calculation**

2011 Medical Bills Submitted

- Insurance Company Discounts

+ Administrative Costs

+ Inflation / Underwriting Estimate

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= Premium Billed





# ***Uncontrollable Costs***

- **12 people had claims totaling \$616,119 or 36.6% of total group claims.**
- **The remaining 592 of you had claims totaling \$1,391,426.**



# ***Controllable Costs***

## **Place of Service**

- Office Visit
- Outpatient
- Emergency Room

## **Types of Prescriptions**

- Generic vs. Brand Name

## **Network Utilization**



# ***It's Your Choice***

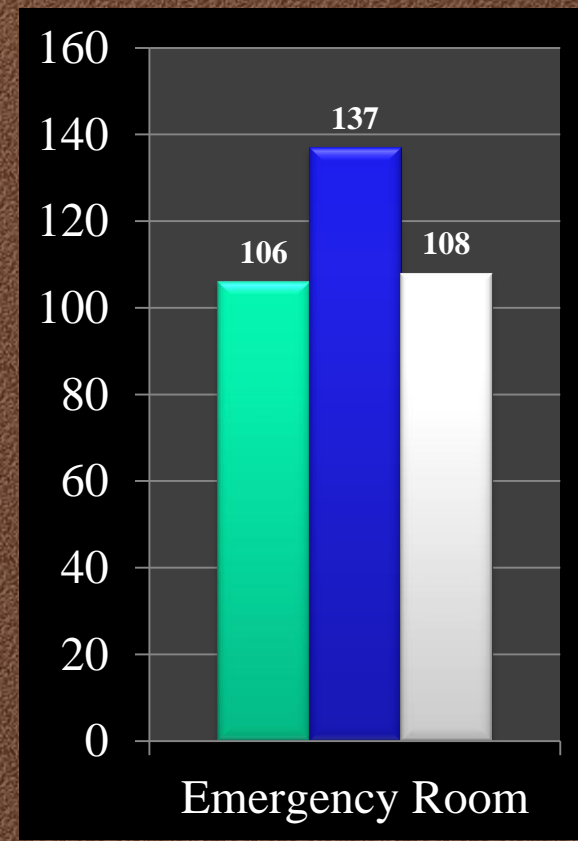
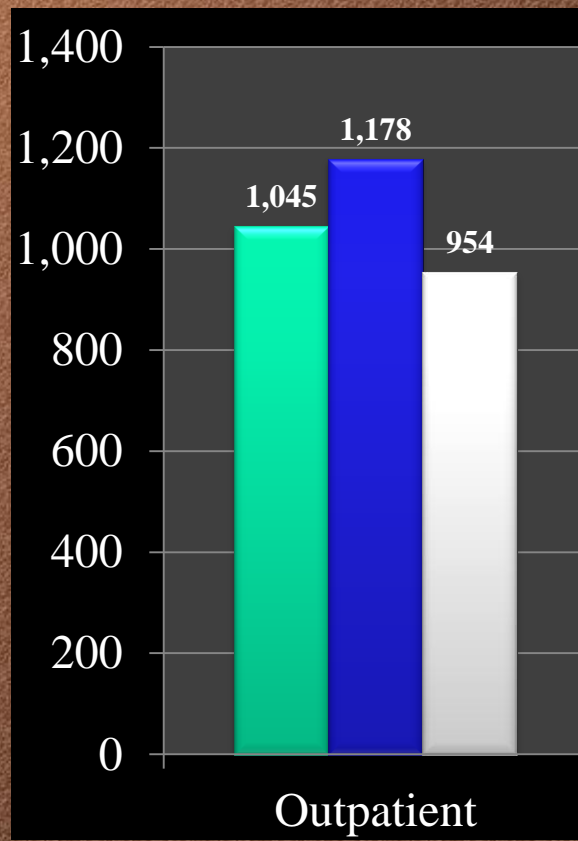
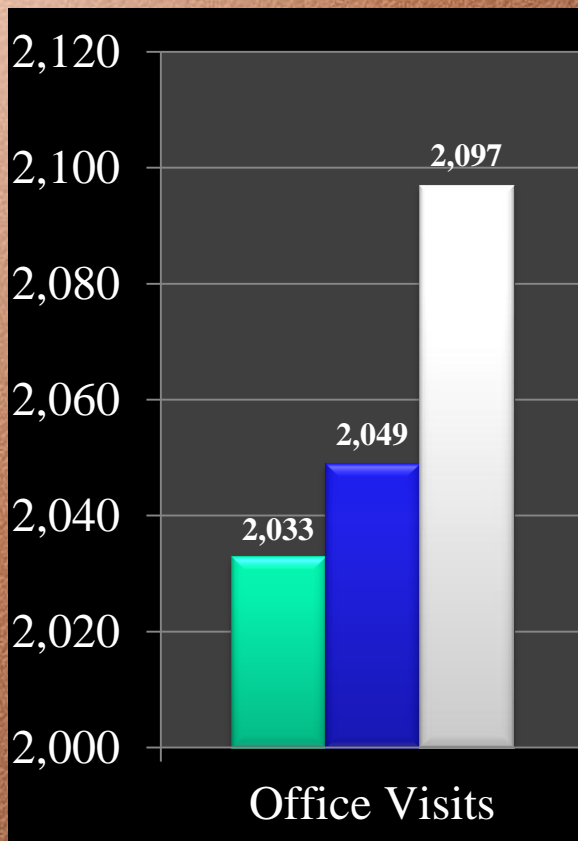
- **We don't get individual claims data.**
- **No one will know how you individually use the plan.**





# *Place of Service*

■ Prior Year ■ Current ■ Benchmark



## *Why Do We Care?*

Average O.V. Cost = \$86

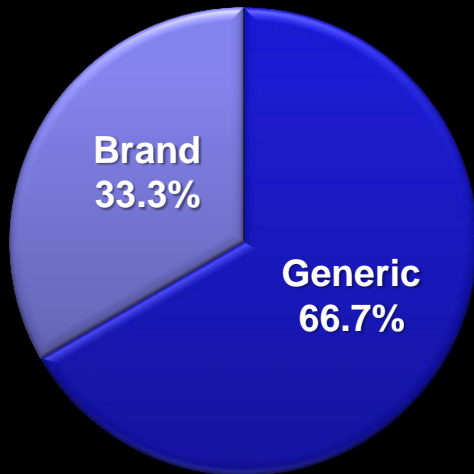
Average Outpatient Cost = \$638

Average E.R. Cost = \$2,323

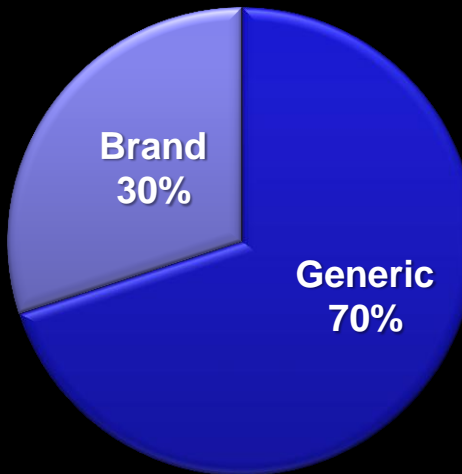
# *Prescription Usage*

## Percentage of Rx's Filled

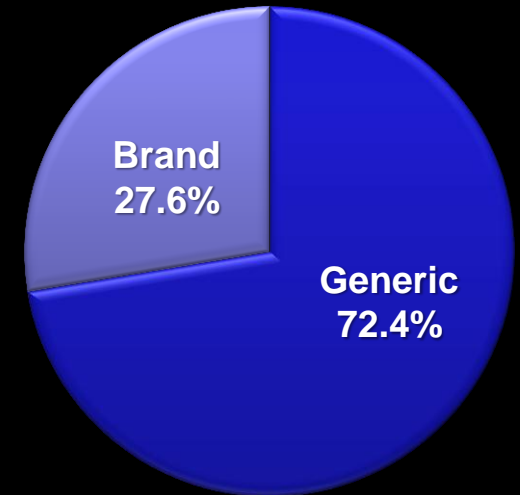
**Prior Year**



**Current**



**Benchmark**



## *Why Do We Care?*

Average Generic Cost = \$15

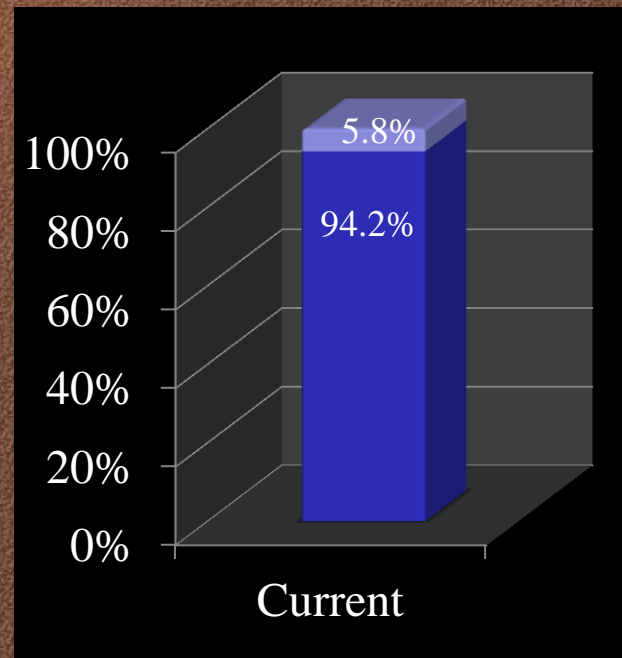
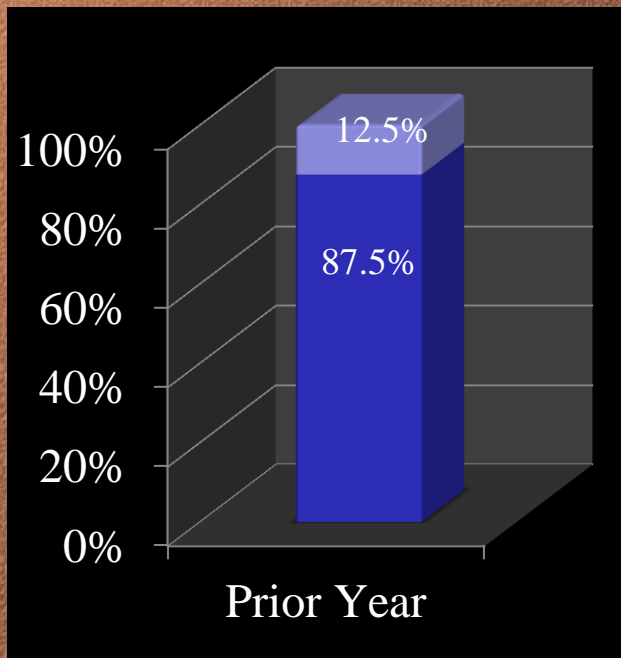
Average Brand Cost = \$139



# *Network Usage*

## Percentage of Claims Dollars Paid

Out-of-Network In-Network



## *Why Do We Care?*

Average In-Network  
Discount = 54.0%

Average Out-of-Network  
Discount = 25.1%



# *Human Resources Bucket*



# Thank You



# For Your Time!